



## **INVITATION TO TENDER – FIRE ENGINEERING SERVICES CALL-OFF CONTRACT**

**CLOSING DATE FOR RESPONSES – MIDDAY, JUNE 9<sup>TH</sup> 2023**

### **1. OBJECTIVE**

- 1.1 The objective of this tender exercise is to source a specialist Fire Engineering Technical Services partner to support The National Archives' Estates team in the delivery of a range of capital projects and fire strategy requirements. Capital projects will range from building fabric through to large mechanical plant. Therefore, we need a Fire Engineering partner that is able to offer a range of detailed technical support.
- 1.2 Our aim is to work in partnership with a supplier who will provide additional resources as and when required to complement The National Archives' existing Estates Capital Projects team, in key areas such as, Fire Strategy review, Fire Safety Audits and Building Design. The supplier will support the Estates design team with specifications for tender documents will go on to support any required for design changes to building design, providing associated reports and drawings.
- 1.3 We intend to award a contract for an initial period of three years, with two extension options of twelve months each. We anticipate that the demand for these services over the duration of the initial contract period will not exceed a total expenditure of £250,000 excluding VAT, but The National Archives can make no commitment to any minimum level of expenditure during the contract period.

### **2. BACKGROUND**

- 2.1 The National Archives (TNA) is the official archive and publisher for the UK government, and for England and Wales. Its role is to collect and secure the future of the government record, both digital and physical, to preserve it for generations to come, and to make it as accessible and available as possible. It is based in Kew, South West London. More information on TNA can be found at: [www.nationalarchives.gov.uk](http://www.nationalarchives.gov.uk)

### **3. THE REQUIREMENT**

- 3.1 Potential suppliers must have demonstrable experience of the following:

- Membership of a professional body such as The Institution of Fire Engineers (IFE);
- Undertaking Fire Strategies for Large public buildings;
- Undertaking site-wide building surveys;
- Supporting design teams with design proposals;
- Developing detailed designs and specifications to support tenders;
- Ensuring full statutory compliance;
- Undertaking on site reviews;
- Updating site documentation and drawings;
- Working in a Public Building;
- Working in a live working site.

#### **4. ADDITIONAL INFORMATION FOR POTENTIAL SUPPLIERS**

- 4.1 Potential suppliers must comply with TNA's site security requirements and physical access arrangements for access to the Kew site when carrying out any on-site work.
- 4.2 All staff on site must have a minimum of DBS clearance, and must be able to comply with a permit to work access process.
- 4.3 TNA recognises the benefits of innovative solutions in meeting its objectives and potential suppliers are encouraged to demonstrate their commitment to deliver innovation within their tender responses.

#### **5. SOCIAL VALUE**

- 5.1 It is important to The National Archives that potential suppliers deliver additional environmental benefits in the performance of this contract. We therefore expect that potential suppliers will be able to clearly demonstrate an understanding of the additional environmental benefits that can be achieved in the performance of the contract and in collaborative ways of working with the supply chain, including working towards net zero greenhouse gas emissions.

#### **6. HOW TO RESPOND**

- 6.1 Please submit your tender response to [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) by Midday, June 9th 2023. If you have any clarification questions, please submit these to the same address. Your tender response must comprise the following:
- 6.2 A comprehensive description of your proposed service offering. It is for potential suppliers to determine what format this description should take so as to describe their offering in a clear, comprehensive and unambiguous fashion.

However, please ensure that within this description you specify as a minimum:

- What services you will provide, and how, addressing point by point each of the services described in Section 3 of this ITT;

- The skills of the proposed key staff who will be involved in the delivery of the contract;
- What sub-contracting arrangements (if any) you will put in place;
- What standards you will adhere to;
- What assumptions (if any) you have made in preparing your tender response;
- Your proposed Service Level Agreement (SLA)

6.3 A description of how, in the delivery of the contract, you will meet the Social Value objectives described in Section 5 of this ITT. Please ensure that within this description you include a method statement describing how you will achieve the objectives, plus a description of how – and by when - you will implement your commitments and how you plan to monitor, measure and report on the associated impacts.

6.4 Your proposed rate card, as follows:

Role	Charge Per Day (ex VAT)
Technical Director	£
Principal Fire Engineer	£
Senior Fire Engineer	£
Fire Engineer	£
AutoCad Technician	£

6.5 Confirmation that you are able to meet the requirements described in Sections 4.1 and 4.2 of this document.

## 7. EVALUATION CRITERIA

7.1 Tender responses will be evaluated as follows:

Category	Maximum Available Unweighted Score	Weighting	Maximum Available Weighted Score
Quality (Response to Section 6.2 of this ITT)	10	6	60
Social Value (Response to Section 6.3 of this ITT)	10	1	10
Price (Response to Section 6.4 of this ITT)	10	3	30
Total			<b>100</b>

7.2 The Quality & Social Value categories will be scored using the following criteria:

<p><b>10 Points</b></p>	<p><b>Outstanding:</b></p> <ul style="list-style-type: none"> <li>• Potential Supplier has provided a response that addresses all parts of the requirement</li> <li>• Potential Supplier has provided evidence to support all elements of their response</li> <li>• The evidence supplied is convincing and highly relevant to the requirement</li> <li>• Potential Supplier's response is clear and easy to understand</li> <li>• Where relevant, Potential Supplier has demonstrated a high level of capability to deliver added value</li> </ul>
<p><b>7 Points</b></p>	<p><b>Good:</b></p> <ul style="list-style-type: none"> <li>• Potential Supplier has provided a response that addresses all parts of the requirement</li> <li>• Potential Supplier has provided evidence to support most elements of their response</li> <li>• The evidence supplied is good and relevant to the requirement</li> <li>• Potential Supplier's response is clear and easy to understand</li> <li>• Where relevant, Potential Supplier has demonstrated some level of capability to deliver added value</li> </ul>
<p><b>4 Points</b></p>	<p><b>Average:</b></p> <ul style="list-style-type: none"> <li>• Potential Supplier has provided a response that addresses some parts of the requirement</li> <li>• Potential Supplier has provided evidence to support some elements of their response, but not all</li> <li>• The evidence supplied has some limited relevance to the requirement</li> <li>• Potential Supplier's response is not always clear and easy to understand</li> <li>• Where relevant, Potential Supplier has demonstrated limited capability to deliver added value</li> </ul>
<p><b>1 Point</b></p>	<p><b>Poor:</b></p> <ul style="list-style-type: none"> <li>• Potential Supplier has provided a response that fails to address most parts of the requirement</li> <li>• Potential Supplier has provided little or no evidence to support most elements of their response</li> <li>• The evidence supplied is very weak and has very limited relevance to the requirement</li> </ul>

	<ul style="list-style-type: none"> <li>• Potential Supplier's response is not always clear and easy to understand</li> <li>• Where relevant, Potential Supplier has demonstrated little or no capability to deliver added value</li> </ul>
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### 7.3 The Price category will be evaluated as follows:

The bidder submitting the lowest compliant price will be awarded the maximum of 10 (unweighted) points. All other bidders will be awarded a (unweighted) points score by applying the following formula:

$$((\text{lowest submitted price}/\text{bidder's submitted price}) * 10)$$

To illustrate this via a worked example:

Bidder 1 submits a price of £10,000

Bidder 2 submits a price of £17,000

Bidder 3 submits a price of £31,000

Bidder 1 is awarded 10 (unweighted) points  $-\left((10,000/10,000) * 10\right) = 10$  Bidder 2 is awarded 5.88 (unweighted) points  $-\left((10,000/17,000) * 10\right) = 5.88$  Bidder 3 is awarded 3.23 (unweighted) points  $-\left((10,000/31,000) * 10\right) = 3.2$

### 7.4 Once tender responses have been evaluated, we envisage that a maximum of four potential suppliers will be shortlisted to present their proposals to us. Tender responses from those shortlisted suppliers will then be re-evaluated, taking the presentation into account for quality score purposes.